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## UA28/1 The Personnel File

WKU Human Resources

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# THE PERSONNEL FILE

Personnel Services

Volume 2, No. 8

April/May, 1983

## How to Get Along with People

Have you ever had to work alongside a real "sour puss"? Or maybe your co-worker brags constantly about his most recent accomplishments? If so, you know how miserable other people can make a day on the job. Surely, *our* actions never cause others such grief... or do they? Perhaps we should examine our own behaviors to ensure that we are doing our part in making the University a pleasant place to work. Below are "Ten Rules on Getting Along with People" written by Dr. Joseph P. Cangemi, a professor in Western's psychology department. Take a few

minutes to evaluate where *you* stand. Be honest — the answers may be surprising.

1. Put snow chains on your tongue—don't say *everything* you think. Remember, *how* you say something is often more important than *what* you say. Try to say things you won't have to be sorry for later. Always consider the *consequences* of what you say.
2. Be interested in others. Know something about them outside work: their family, interests, etc. Show concern for people. Have some fun with those who rejoice, mourn with those who suffer. Have *empathy* for others.
3. Don't let an opportunity go by without saying something kind or encouraging to or about someone. Learn to praise good work done, no matter who did it—including your enemies. Criticize helpfully, never spitefully; talk about the sin—not about the sinner.
4. Make few promises, but keep the ones you make if you want others to trust you.
5. Be cheerful—try to keep the corners of your mouth turned up. Hide your worries, pains, disappointments—everybody has them. Learn to laugh at good jokes—and tell a few yourself. See the humorous side of life. Life is too short to be always in a sad or bad mood.
6. Preserve for yourself an open mind. Remember, there can be many right answers. If you are the only one coming up with the right answers, something is wrong. Discuss, don't argue. A discussion is controlled by intellect; an argument by emotion—a potentially dangerous situation. Remember, it is the mark of a superior mind to be able to disagree and still be friendly.
7. Let your merits speak for themselves, but be ready to talk about them when necessary or called upon to do so. Don't talk about another's demerits, unless absolutely necessary. Never get involved in gossip.
8. Pay no attention to ill-natured remarks made about you. Simply *live your life* in such a way that nobody will believe them. Let your behavior tell about you.
9. Don't be too anxious about getting what is due you. Don't be worried so much; get on with your job, be patient, keep a good attitude and *your respect and rewards will hunt you out and find you*.
10. Never do anything for others looking for something in return for yourself. Instead, do things for others because you really feel you want to do them, not because you want people to return the favor to you later. Never expect anything in return from others for what you do for them.

### Summer Work Schedule

The Summer Work Schedule will begin May 9 and extend through August 12, 1983. Office hours will be from 8:00 a.m. to 4:00 p.m., Monday through Friday of the period. Monday, May 30, Memorial Day, and Monday, July 4, Independence Day, will be observed as holidays.

Employees on an eleven-month basis will observe nonwork days in accordance with paragraph 2, Personnel Policy #4, and as directed by their supervisors.

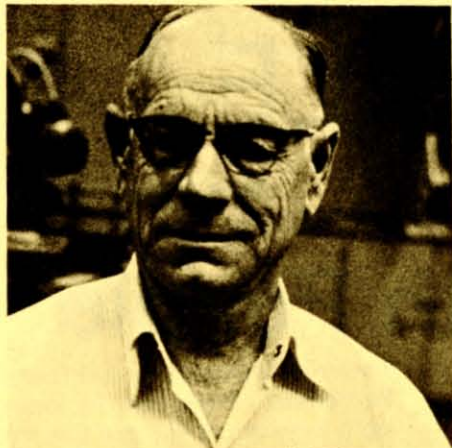
Personnel on a twelve-month basis will be given three vacation days during the summer period. Administrative offices will remain open, and each office head should prepare a schedule for staffing to adequately provide for transaction of all University business.

### Blue Cross-Blue Shield Reminder

After your out-of-pocket medical expenses exceed the deductible, you may file for Major Medical benefits anytime during the year. Claims must be filed during the benefit period in which service expenses were incurred, or 12 months following the end of the benefit period. Claims for the period which ended June 30, 1982 MUST be filed by June 30, 1983, to be eligible for reimbursement.



# Carpenter Keeps University at Heart



Mr. Douglas Fitzpatrick, who has worked at Western for almost 30 years, now supervises the University Carpentry Shop.

Like his father who helped construct Gordon Wilson and Cherry Halls, Doug Fitzpatrick is a carpenter. Except for a few years in the Army as a salad maker and meat cutter, Mr. Fitzpatrick has been a woodworker since his days at Rockfield Consolidated High School. Today, he is supervisor of Western's Carpentry Shop.

Mr. Fitzpatrick started working for Western as a part-time cabinetmaker in 1954. Six years later he was hired full time. He has seen a great deal of University property in the past 29 years. "There aren't many rooms on 'The Hill' I haven't been in," he claims. His countless accomplishments range from routine tasks such as repairing windows and putting up mirrors in dor-

mitory rooms, to one-time projects like building tables for Wetherby's Regents Conference Room and bracing the University Center's sagging ceiling.

Promoted in 1970, Mr. Fitzpatrick now supervises ten carpenters and cabinetmakers. His responsibilities also include allocating the machinery, vehicles, and other shop equipment. The shop's heaviest work load comes in the late fall due to the large student population. Spring is used for catching up on backlogged work orders; dorm inspections are made in the summer. "Although we sometimes have a backlog, we are never too busy to handle emergencies, especially those involving public safety or building security," he says.

Mr. Fitzpatrick enjoys his job and finds it challenging. Mr. Ewell Scott, the superintendent of Building Trades, characterizes him as "an exceptionally good employee who has the University at heart. He has a good mechanical, problem-solving mind."

Mr. Fitzpatrick, who was born in a house in town, has been married for over 40 years. He has two children, a son and a daughter, each of whom have graduated from college. While at home, Mr. Fitzpatrick enjoys sharpening saw blades as a hobby. He also grows a small garden.

*The Personnel File* is pleased to recognize Mr. Fitzpatrick's achievements and dedication to the University and wishes him continuing success.

## Service Anniversaries

The following Western employees celebrate service anniversaries in April, May, June, or July. Congratulations to each from *The Personnel File*.

### 25 Years

**Raymond L. Cravens**—Dr. Cravens began his career at Western as an associate professor in the Department of History and Political Science. In 1959, he became academic dean of the College and, six years later, was appointed vice president for Academic Affairs and dean of the Faculties. Dr. Cravens took over as dean of Public Service and International Programs in 1977. He returned to full-time teaching in 1980 as a government professor.

**James W. Feix**—Mr. Feix, Western's head football coach, started working as a graduate assistant football coach in 1957. He became an assistant football coach the following year. Mr. Feix was promoted to head coach in 1968.

**John D. Minton**—Dr. Minton, vice president for Student Affairs, has served the University in a variety of positions. He has been a professor of history, associate dean of graduate instruction, dean of the Graduate College, vice president for Administrative Affairs, and University president.

### 20 Years

**Rachel S. Allen**—Mrs. Allen joined the Department of Office Administration as an instructor in 1963. She was promoted to assistant professor in 1967.

**Willie L. Draper**—In his 20 years at Western, Mr. Draper has served as a building services attendant for Cherry Hall and Jones-Jaggers Hall. He currently works in the Environmental Science and Technology Building.

**F. Ray Elmore**—Mr. Elmore started as assistant supervisor of Building Services. Six years later he became supervisor of Special Services.

**William E. McMahon**—Dr. McMahon began his career at Western as an associate professor of English. He was promoted to professor in 1971.

## Hilltopper Baseball

It's not too late to see the Toppers play in one of their last home games of the season. Refer to the schedule below for dates and times.

April	21	Campbellsville (dh)	1:00 p.m.
	23	Alabama in Birmingham (dh)*	1:00 p.m.
	24	Alabama in Birmingham*	2:00 p.m.
	28	Tennessee State	3:00 p.m.
	30	South Florida (dh)*	1:00 p.m.
May	1	South Florida*	2:00 p.m.
	8	at Louisville (dh)	12:00 p.m.
	12-14	Sun Belt Conference Tournament	TBA
	19	NCAA Tournament begins	TBA

Home games in boldface type

\*Sun Belt Conference games

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# Service Anniversaries

continued from page 2

**Jenetta N. Whalen**—Mrs. Whalen has been senior data control clerk in the Office of Computer and Informational Services since 1979. She was hired as a key punch operator in 1963 and became a computer operator in 1970.

## 15 Years

**James T. Baker**—Dr. Baker joined the faculty as an assistant professor of history. He was promoted to associate professor in 1973 and professor in 1977. Dr. Baker was appointed director of the University Honors Program in 1980.

**Stanley H. Brumfield**—Dr. Brumfield has served as director of Western's Counseling Services Center since 1968.

**William H. Courtenay**—For the past 15 years Mr. Courtenay has supervised Instrument Shop Operations in the Ogden College of Science, Technology, and Health.

**Gary E. Dillard**—Dr. Dillard's career at Western began as an associate professor of biology. He was promoted to professor in 1974. Dr. Dillard was appointed assistant dean of the Graduate College in 1979, acting associate dean of Ogden College in 1981, and associate dean of Ogden College earlier this year.

**Geneva A. Durham**—Mrs. Durham has served the University for 15 years as a payroll clerk in the Department of Personnel Services.

**William A. Floyd**—Dr. Floyd joined the Department of Psychology as a professor in 1968. He was appointed head of the Department of Home Economics and Family Living in 1970.

**G. Thomas Harmon**—Mr. Harmon has served as accounts payable supervisor in the Business Affairs office for the last 12 years. He began working as a staff assistant in the Office of Student Financial Aid in 1968.

**M. Eugene Harryman**—Dr. Harryman, a professor in the Department of Educational Leadership, came to the University as an assistant professor in the Office of Educational Research.

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# Who's Who in Scholastic Development

Employees are often unsure of whom to contact in the various offices when a problem arises. The following is a complete index of whom to contact regarding scholastic development matters. We suggest you keep this listing handy for future reference.

## Functional Area

## Name

Dean's Office (4241)  
General Policies and Procedures  
Schedule Bulletins  
Schedule Change Bulletins  
Undergraduate Catalog  
Black Student Recruitment and Retention  
Newsletter (*The Voice*)  
New Student Orientation (OAR)  
Advisor Packets  
Newsletter (*Hilltopper*)  
General Education brochure  
Credit by Exam brochure  
Academic Calendar  
Grade Distribution Report  
Program Enrollment Report  
Program Graduate Report  
New Student Enrollment Report

Ronnie Sutton  
Peggy Johnson/Ronnie Sutton  
Peggy Johnson/Ronnie Sutton  
Freida Eggleton/Ronnie Sutton  
Shirley Malone  
Shirley Malone  
Freida Eggleton  
Debbie Harper/Freida Eggleton  
Lou Bloss/Freida Eggleton  
Ronnie Sutton  
Freida Eggleton  
Freida Eggleton/Ronnie Sutton  
Freida Eggleton/Ronnie Sutton  
Peggy Johnson/Ronnie Sutton  
Peggy Johnson/Ronnie Sutton  
Freida Eggleton/Ronnie Sutton

Admissions Office (2551)  
General Policies and Procedures  
Admission Application Processing  
Admission Requirements and Reporting  
Residence Classification  
Campus Tours  
College Awareness Days on Campus  
Communications with High School Personnel  
Community and Junior College Visits  
High School Visits  
Open Houses in Other Cities  
Parents Program during OAR  
Recruitment Publications  
Scholarship Applications  
Scholarship Policies and Procedures

Cheryl Chambless  
David Mefford/Cheryl Chambless  
Cheryl Chambless  
David Mefford/Cheryl Chambless  
Graduate Assistant/Roy Reynolds  
Roy Reynolds  
Roy Reynolds  
Cheryl Chambless  
Richard Parrent/Roy Reynolds  
Richard Parrent/Roy Reynolds  
Roy Reynolds  
Cheryl Chambless  
David Mefford  
David Mefford/Cheryl Chambless

CAP Center (2691, 5437)  
General Policies and Procedures  
Academic Counseling  
Academic Probation and Dismissal  
Attendance Counseling  
Career Advisement Information  
Changing Majors and/or Advisors  
Job Placement (Mini-Lectures, On-Campus Interviews, Credentials)  
MESA  
Teacher Placement  
Transfer Evaluation of Courses  
Undecided Academic Advisement

Jerry Wilder  
Jerry Wilder  
Jerry Wilder  
Jerry Wilder  
Robert Somers  
Judy Owen

Pat Markle  
Robert Somers  
James Carpenter  
Judy Owen  
Judy Owen

continued on page 4

# Summer Tournaments Planned

The Recreational Activities office is planning two summer sports tournaments for University faculty and staff. The annual tennis tournament will be held in mid-June and the golf tournament has been scheduled for July. If you are interested in playing in either tournament, and do not receive a registration form via campus mail by early May, contact Debby Cherwak or Jim Pickens at 745-5216.



# Who's Who in Scholastic Development

continued from page 3

Counseling Services Center (3195)  
General Policies and Procedures  
Personal Counseling Appointments  
General Testing Information  
Special Testing Problems  
ACT Residual Testing  
General Educational Development Test  
(High School Equivalency Exam)  
College Level Examination Program (CLEP)  
Consultation and Personal Counseling

Registrar's Office (3351)  
General Policies and Procedures  
Advance Registration  
Arena Registration  
Extended Campus Registration  
Late Registration  
Grade Point Averages on Academic  
Transcripts  
Appeals to the Committee on Credits  
and Graduation  
Appeals to the Residence Committee  
Drop/Add  
Diplomas  
Enrollment Statistics  
Graduation Programs  
Honor Graduates  
Transfer and Correspondence Credits  
Credit by Exam Policies  
CEU Credits  
Grade Changes  
Transcripts for Departments and Offices  
Transcripts for Students  
Undergraduate Degree Programs  
Verification of Enrollment for Social Security  
Benefits and/or Insurance Deductions  
Withdrawals from the University

Stan Brumfield  
Sharon Stubblefield  
Sharon Stubblefield  
Bob Paul/Stam Brumfield  
Sharon Stubblefield

Marie Martin  
Marie Martin  
Bob Paul/Sandra Starks/  
Stan Brumfield

Stephen House  
James Mills  
James Mills  
Jodi Burns  
James Mills

Judy Byrd/Jackie Harding

Pam Owens/Stephen House  
Pam Owens/Stephen House  
Sharon Wassom/Patti Smith  
Torie Cockriel  
Stephen House  
Marleen Murphy  
Marleen Murphy  
Elaine Carlock/Marie Harpool  
Stephen House  
Jodi Burns  
Elaine Carlock/Marie Harpool  
Pat Poindexter  
May Barnes  
Judy Byrd/Jackie Harding

Jodi Burns  
Becky Pleasant

## New Employees

Western is pleased to recognize the following new employees to the work force.

**Jennifer Aldrich**—Chemistry, chemical supplies clerk  
**Oma Brindley**—Physical Plant, building services attendant  
**Mary Jennings**—Media Services, news director of WKYU-FM  
**Jeffrey Kitchens**—Physical Plant, electrician helper  
**Douglas Nesbit**—Library Special Collections, public information officer  
**Marlene Wallace**—Personnel Services, payroll clerk  
**Michael White**—Computer and Information Services, applications programmer

## Medical Insurance Update

One hundred and thirty pages of medical insurance specifications have been forwarded to 52 insurance companies who have expressed an interest in Western's medical insurance contract.

All available information regarding employee census and experience data has been included with the specifications, and bidders were given 43 days to prepare and submit their proposals. The sealed proposals were due to the Department of Purchasing not later than March 18. The proposals are now being evaluated.

# Service Anniversaries

continued from page 3

**Linda J. Holder**—Ms. Holder started as a varitypist in the University Print Shop. She became senior typesetter in 1979.

**Gladis P. Jacobs**—Mrs. Jacobs joined Western as a secretary in the Office of Extension and Field Services. She was transferred two years later to the Office of the Director, University Centers. Mrs. Jacobs was promoted to senior secretary in 1976 and transferred to the Recreational Activities office in 1982.

### 10 Years

**Cheryl C. Chambless**—Mrs. Chambless worked for Western's admissions office as a graduate student before becoming a full-time counselor in 1973. She was appointed assistant director of Admissions in 1976, associate director in 1980, and director in 1981.

**Rose P. Davis**—Mrs. Davis, a cataloging librarian in the Department of Library Automation and Technical Services, joined the University as a clerical assistant. She was promoted in 1981.

**Marie L. Drake**—Mrs. Drake's career at Western began as a food service worker in the University Center cafeteria. She was promoted to assistant supervisor in 1977.

**Joe Helson**—A member of the Physical Plant, Mr. Helson has served for ten years as a groundskeeper and light equipment operator.

**Dorothy B. McCown**—Mrs. McCown came to Western as a food service worker. She currently works in the Downing cafeteria.

**Nelson E. Minyard**—Mr. Minyard has served a decade in the Physical Plant as a senior auto mechanic.

**James M. Monroe**—Mr. Monroe has worked as a shipping and receiving clerk since he joined Western.

**Harry L. Murrell**—Mr. Murrell started working in the University Center grill as a grill cook. He was promoted to senior grill cook in 1978.

**Curtis L. Sanders**—Mr. Sanders has served as building services attendant for Bemis-Lawrence and Poland Halls. He currently works in North Hall and East Hall.

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continued from page 2

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Credit by Exam brochure  
Academic Calendar  
Grade Distribution Report  
Program Enrollment Report  
Program Graduate Report  
New Student Enrollment Report

Ronnie Sutton  
Peggy Johnson/Ronnie Sutton  
Peggy Johnson/Ronnie Sutton  
Freida Eggleton/Ronnie Sutton  
Shirley Malone  
Shirley Malone  
Freida Eggleton  
Debbie Harper/Freida Eggleton  
Lou Bloss/Freida Eggleton  
Ronnie Sutton  
Freida Eggleton  
Freida Eggleton/Ronnie Sutton  
Freida Eggleton/Ronnie Sutton  
Peggy Johnson/Ronnie Sutton  
Peggy Johnson/Ronnie Sutton  
Freida Eggleton/Ronnie Sutton

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Open Houses in Other Cities  
Parents Program during OAR  
Recruitment Publications  
Scholarship Applications  
Scholarship Policies and Procedures

Cheryl Chambless  
David Mefford/Cheryl Chambless  
Cheryl Chambless  
David Mefford/Cheryl Chambless  
Graduate Assistant/Roy Reynolds  
Roy Reynolds  
Roy Reynolds  
Cheryl Chambless  
Richard Parrent/Roy Reynolds  
Richard Parrent/Roy Reynolds  
Roy Reynolds  
Cheryl Chambless  
David Mefford  
David Mefford/Cheryl Chambless

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Changing Majors and/or Advisors  
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MESA  
Teacher Placement  
Transfer Evaluation of Courses  
Undecided Academic Advisement

Jerry Wilder  
Jerry Wilder  
Jerry Wilder  
Jerry Wilder  
Robert Somers  
Judy Owen

Pat Markle  
Robert Somers  
James Carpenter  
Judy Owen  
Judy Owen

continued on page 4

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# Clinic Serves University Community



Dr. Howard Zeigel examines Ms. Donna Turner, a Western student. Dr. Zeigel, who heads the Department of Health Services, is one of two doctors on the clinic's staff. Providing outpatient medical care for students is the primary mission of Health Services.

Like all communities, the University relies on a variety of services to ensure the well-being of its members. A previous issue of *The Personnel File* examined the many contributions of the people in the Department of Public Safety. This month, the departmental feature focuses on the important services provided by the men and women of another campus agency—the University Health Services.

Housed in the L. Y. Lancaster Wing of the Academic Complex, the Department of Health Services operates a small outpatient clinic that can temporarily accommodate up to 15 inpatients. The heart of the Department is a medical staff of two doctors, eight nurses, an X-ray technician, a lab technician, and a pharmacist. Three clerical employees and twelve student workers make up the rest of the Health Service team. Together they provide limited, though no less professional, medical services for the University community. Clinical Administrator Lucy Ritter, who is also one of the nurses, describes the crew as "a conscientious group of people interested in patient welfare."

Cases handled by Health Services range in nature from routine to emergency. Most problems are acute and usually result from injury or illness. The

yearly case load averages between nine and ten thousand, not counting the hundreds of times callers receive medical advice via telephone from the nurses. The case load does not vary greatly with the weather. Although warm weather reduces the number of cases of illness, it increases the number due to injury, particularly from outdoor sports. The number of cases of coughs, colds, and flu increases during cold weather, but indoor sports cause their share of sprains, bruises, and jammed fingers.

Due to limited staff and facilities, Health Service personnel prefer to work by appointment. Since its main clientele is Western students, the clinic is unique in two respects. First, charges for services are far less expensive than those of regular hospitals. A typical visit to the clinic during regular hours costs the student a \$5 office visit fee. There are additional charges for any medication, lab work, X rays, or materials. Second, the medical staff gives personalized treatment and care regarding the student's situation. For instance, appointments are made with regard for class schedules whenever possible and similar care is exercised in referring students to local specialists for further treatment. The staff also

aids family doctors by monitoring their patients while at Western.

Not all of the clinic's patients are Western students. Allergy shots are given to students as well as faculty and staff who have had the medication prescribed by their allergists. In addition, flu shots are available to University employees. (This fringe benefit is offered to all faculty, staff, and graduate assistants as long as the supply lasts. Flu shots are usually given in early fall and the shot schedule is announced in *The Blue Sheet*.) Although first aid for on-the-job injuries may be obtained on a walk-in basis at the Health Services clinic, the employee who needs diagnosis and treatment by a physician should obtain these services from the hospital emergency room, the appropriate specialist, or his/her family physician. Blue Cross-Blue Shield and Worker's Compensation benefits help defray the medical expenses in these cases. Limited treatment is also extended to visiting high school and college students who come to Western to participate in organized campus activities.

For more information about the clinic's policies and programs, contact the Department of Health Services at 745-5641.

## Promotions and Transfers

Congratulations to the following University employees who were recently promoted or transferred.

**Beth Breeden**—from administrative secretary, Career and Vocational Teacher Education, to departmental secretary, Home Economics and Family Living

**Teri Heflin**—from senior administrative secretary, Personnel Services, to office supervisor, Housing

**ZIP CODE REMINDER:** Outgoing University mail without zip codes is often delayed in processing at U.S. Post Offices. Remember to use zip codes whenever possible.



# Western Names in the News

**Dr. Joseph Gluhman**, head of the Department of Art, had a photograph, "Paducah Wall," accepted for exhibition and competition at the Museum of Art in Greenville, South Carolina. Photographers from 11 southeastern states participated.

\* \* \* \* \*

**Mrs. Virginia Mutchler** and **Mrs. Juanita Hire** from the Department of Teacher Education presented a program on motivation at the Southeast Regional Conference of Kappa Delta Pi National Honor Society for Education in Asheville, North Carolina. The two also discussed "What Mirrors Tell the Child" at the 34th Annual Conference of the Southern Association of Children Under Six.

\* \* \* \* \*

Summer will mean some changes for the Department of Military Science. Four officers and three enlisted men are due to be transferred to other assignments: **LTC Fred LaRoque**, **MAJ Robert Patrick**, **CPT Glenn Duffy**, **CPT Jackie Hamilton**, **SFC Shelby Chaffins**, **SFC Quintin Jackson**, and **SP5 Michael Miller**. **MAJ Forest Ramsey** and **CPT William Cavin** are scheduled to participate in this summer's ROTC Advanced Camp at Fort Riley, Kansas. Two NCOs, **SGM James Lyles** and **MSG Lewis McCarter**, have orders to take part in the ROTC Basic Camp at Fort Knox.

\* \* \* \* \*

A dozen members of the English department have distinguished themselves in professional activities. **Dr.**

**Nancy Davis** and **Dr. Will Fridy** had papers accepted for presentation at the Southeastern American Studies Association Conference in Charleston, South Carolina. **Dr. Davis** discussed "Sexual Politics and Theodore Drieser's Women," and **Dr. Fridy** spoke on "The Design of Oral History in the Writings of Robert Penn Warren." **Dr. Ronald Eckard** presented a paper on teaching conversation skills at the International Convention of Teachers of English as a Second Language. **Dr. Karen Pelz** discussed "The Writer's World of the Self" at the Conference of College Composition and Communication in Detroit, and at the Kentucky College Teachers of English meeting in Louisville. **Dr. Katherine Ward** spoke on "The Limited Vision of the Ulster Novel" at the 20th Century Literature Conference in Louisville. She and her husband, **Dr. Robert Ward**, discussed 18th century Irish culture on St. Patrick's Day at the Southeastern American Society for Eighteenth Century Studies meeting at the University of Alabama. **Mr. Joseph Boggs**, **Mrs. Mary Ellen Miller**, **Mr. John Spurlock**, and **Dr. Patricia Taylor** attended a conference on literature and film at Florida State University where they gave a group presentation on the film epic "Twice Over Lightly." Besides a paper on Andrew Marvell, **Dr. Joseph Glaser** has had papers on James Still and George Herbert accepted for publication: the paper on Herbert appeared in the *College Language Association Journal* and the essay on Still will appear this summer in *Appalachian Heritage*. Since October, **Mrs. Peggy Steele** has had five poems accepted for print in literary publications.

# Service Anniversaries

continued from page 4

**Alvin R. Smith**—Mr. Smith, operations manager for Computer and Informational Services, began working as a computer operator in 1973. He was promoted to data control supervisor/chief operator four years later. Mr. Smith was appointed assistant operations manager in 1980 and operations manager in 1981.

**John W. Smith**—Mr. Smith has served for ten years as electro-mechanical technician and assistant instructor in the Department of Industrial and Engineering Technology.

**Dorothy K. Spear**—Mrs. Spear joined the Office of Academic Affairs as an administrative secretary. She was promoted to senior secretary in 1976 and executive secretary in 1977.

**V. Max Robinson**—Mr. Robinson has served for 15 years as electronics engineer and part-time instructor in Ogden College.

**Alice Siddens**—Mrs. Siddens joined the Office of Student Financial Aid as an accounts clerk. She transferred to the Department of Accounts and Budgetary Control in 1974 and became a junior accountant in 1977.

**Z. Maurine Smith**—Mrs. Smith began working as a food service worker in the University Center grill. She was promoted to assistant grill supervisor in 1971.

**Thomas L. Updike, Jr.**—Dr. Updike, an associate professor in the Department of Educational Leadership, joined the University as assistant registrar. He was appointed interim director of Admissions in 1973, and became director the following year. Dr. Updike began teaching full time in 1981.

**Joseph A. Uveges**—Dr. Uveges joined the government department as an assistant professor in 1968. He was promoted to associate professor in 1970 and professor in 1975.

**Charles P. Yates**—Mr. Yates has served Western as a boiler fireman and head boiler fireman in the Physical Plant. He was appointed assistant electrical supervisor in 1978.

## Military Training Policy

As summer approaches, it is necessary for some Western employees to fulfill their military obligation. The University will cooperate to the fullest extent possible in granting leave for military training to regular full-time employees. If you are a member of a reserve or National Guard unit and are required to serve an active duty tour, your supervisor will make every effort to work out a mutually agreeable time for such service. Leave for military training will be granted as leave with pay for up to two weeks. Training in excess of two weeks will be charged to annual vacation time or leave without pay. Employees who wish leave for summer military training must submit the appropriate documents well in advance of their leave dates. For more information, refer to Personnel Policy #22.